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REQUIREMENTS

- A. Applicants and recipients must live in Maryland
- B. Individuals are residents if they:
 - 1. Live in the state voluntarily
 - 2. Are not in Maryland for a temporary purpose
 - 3. Have no immediate plans to move out of state
 - 4. Are not receiving assistance in another state

TEMPORARY ABSENCE

- A. Customers living out of state continue to meet the residency requirement if the:
 - 1. Absence is less than 90 days, and
 - 2. Maryland residence has not been abandoned
- B. Recipients may continue to be eligible if temporarily absent for more than 90 days if the:
 - 1. Maryland residence has not been abandoned
 - 2. Absence is due to a family emergency or is part of the independence plan
 - 3. Absence is reviewed monthly, and
 - 4. Supervisor gives approval

NEW RESIDENTS

- A. Individuals moving into the state are residents upon arrival if they meet the criteria A & B or the requirements above.
- B. New residents who received assistance in another state are eligible if:
 - 1. The case is closed in the other state, and
 - 2. The 60 -month lifetime limit has not expired, and
 - 3. No payment was made for the month from the other state, or
 - 4. Payment was made for only part of the month
 - If the partial payment is less than the Maryland benefit amount, count the partial payment as unearned income to determine the initial benefit

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- If the partial payment exceeds the Maryland benefit amount, deny for the month of application and begin benefits in the subsequent month

C. New residents are applicants and the rules for initial payments apply

MOVING WITHIN THE STATE

- Transfer the case and continue assistance when a family moves from:
 1. One county to another in Maryland
 2. One district office to another within Baltimore City or within a county

Note: See Interim Changes for details
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INSTITUTIONAL STATUS

- Individuals are not eligible if confined for an indefinite period in a public institution, including:
 1. Public institutions for tuberculosis
 2. State chronic care hospitals
 3. Public mental health facilities
 4. Correctional facilities

VERIFICATION

- A. Verification is required for:
1. Case closing in prior state
 2. The amount of the grant from the other state and the period covered by the grant if the period covers any part of the application month
 3. Number of months on assistance under TANF in other states.

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B. Acceptable verification includes:

1. Documented telephone calls to the prior state
 - Name of the person spoken to, including the individual's title or job function
 - Date of the call
 - Specifics of the verified information
2. Statements on letterhead or system printouts from the prior state

CASE MANAGEMENT TIPS

- Do not issue a benefit until the prior state closes the case
- **DO NOT CLOSE CASE IN PRIOR COUNTY OR DISTRICT OFFICE WITHIN A COUNTY AND REOPEN IN NEW COUNTY OR DISTRICT OFFICE – TRANSFER THE CASE**
- CARES will automatically count the partial payment from the prior state when it is coded as unearned income

EXAMPLES

Example 1. The Ryan family moved to Maryland from Pennsylvania because they can live with relatives and Ms. Ryan has a job that is starting in 2 months. Ms. Ryan applied on May 5. She received her last check from Pennsylvania for half of May and brought proof of the check amount and the case closing. The check was \$250 for herself and one child.

- The Ryans are eligible for May using income of \$250.
- The TCA benefit is prorated from May 5

Example 2 The Smiths, a family of 5, moved to Maryland from Mississippi seeking work and plan to stay. They applied August 7. The last check from Mississippi was \$200 for the entire month of August.

- The Smiths are not eligible until September because they received a check for the entire application month.

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- Example 3 The Wisner family is in Maryland because Mrs. Wisner is receiving medical treatment at Johns Hopkins. They plan to return to their home in Virginia.
- The Wisners are ineligible because they are not planning to make Maryland their home. They are here only to receive medical treatment.
- Example 4 The Anderson family moved to Maryland in June and applied for TCA on June 6. The Andersons are both looking for work. They have three children. On July 20, Mrs. Anderson reports that her husband was hospitalized at one of the state mental hospitals on July 4th and she does not know when he can be released.
- All of the Andersons are eligible for June and July because Mr. Anderson was in the home on the 1st of July
 - Mr. Anderson is ineligible effective August because he is in a public institution.
- Example 5. Ms. Jackson receives assistance for herself and three preschool children. Ms. Jackson reported to the local department on April 10 that she must go to North Carolina for a couple of months to help her mother while she recovers from surgery. She is taking the children with her. On July 6, Ms. Jackson reports that her mother has had many complications and she still cannot fully care for herself. A doctor's statement indicates that Ms. Jackson's mother should be recovered sufficiently by the end of August. Ms. Jackson is continuing to pay the rent on her Baltimore apartment.
- The Jacksons may continue to receive assistance because they are out of state due to an emergency and they have retained the Maryland residence.

ADDITIONAL INFORMATION

- Time Limits
- Interim Changes – Interim Changes
- Application – Payment Date

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